

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: E0234 – 2016 Pre-Symposium Workshop

Dates: May 23, 2016*

Travel Dates:

Travel day is May 22, 2016. **These courses are offered in conjunction with the 2016 National Training, Education, and Exercise Symposium. Travel and Per Diem for Federal staff is the responsibility of the participant's office, directorate, or region.*

Workshop Description:

The Emergency Management Institute (EMI) in coordination with the National Domestic Preparedness Consortia (NDPC) is offering each symposium attendee the opportunity to take one of six courses.

Courses:

1. **AWR-313:** Homemade Explosives: Awareness, Recognition, and Response (HME) offered by New Mexico Tech/Energetic Materials Research and Testing Center – 8 hours
2. **AWR-325:** Site Protection and Document Screening Techniques offered by the National Center for Biomedical Research and Training (NCBRT) at Louisiana State University (LSU) – 8 hours
3. **MGT-452:** Physical and Cybersecurity for Critical Infrastructure by Texas Engineering Extension Service (TEEX) – 8 hours
4. **PER-304:** Social Media for Natural Disaster Response and Recovery offered by the University of Hawaii, National Disaster Preparedness Training Center (NDPTC) – 8 hours
5. **PER-331:** Senior Officials Surface Transportation Emergency Preparedness and Security Seminar offered by the Security and Emergency Response Training Center (SERTC) – 4 hours
6. **PER-332:** Population Monitoring at Community Reception Centers offered by CTOS–Center for Radiological/Nuclear Training – 8 hours

Course Length:

Course length is listed with each option.

Target Audience/Selection Criteria:

Participation is limited to National Training, Education, and Exercise Symposium attendees.

Location:

Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official.

On the General Admissions Application in block 9, enter “**E0234 Pre-Symposium Workshop.**”

IMPORTANT: In block 16, enter the course code (i.e. AWR-313, AWR-325, MGT-452, PER-304, PER-331, PER-332) for the specific course you would like to attend. After your application is processed, you will receive specific instructions for the course you requested.

Submit the application through your State Emergency Management Training office, which will send it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035 Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

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FEMA Regional employees should submit their application to their Regional Training Manager (RTM).

Tribal representatives can submit their application directly to NETC Admissions Office.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to RTMs, Regional Program Managers, and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than **April 12, 2016**.

Application Review:

In order to be accepted for admission into one of these course offerings, block #16 on the application form must be completed.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

The SSN is no longer required.

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

EMI Point of Contact:

For additional information contact the course manager, Dan Lubman, at (301) 447-1364, or by email at daniel.lubman@fema.dhs.gov.

Application Deadline:

Applications must be received by **April 12, 2016**.

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FEMA

Course: E0146 – Homeland Security Exercise Evaluation Program (HSEEP) Course

FOR TRAINING AND EXERCISE SYMPOSIUM ATTENDEES ONLY

Course Length:

This course is conducted 16 hours, over a two-days.

Location:

Emergency Management Institute
Pre-Training & Exercise Symposium Training

Program Description:

The E0146 - HSEEP: Basic course provides a comprehensive overview of exercise design along with practical skill development. Using the same terminology and processes, this course will provide activities that will give participants an opportunity to interact with many of the templates and other materials that are detailed in the HSEEP doctrine created and maintained by the National Exercise Division to ensure exercises are conducted in a consistent manner.

Course Objective:

Upon completion of this course, participants will gain a better understanding of what constitutes an effective exercise.

Course Design:

The classroom version of the HSEEP course follows a traditional classroom format: combines lecture, small-group activities, and a pre- and post-knowledge check to determine how well participants learned during this course. Small-group activities reinforce the concepts taught during lectures.

Prerequisite:

- IS 120.a - An Introduction to Exercises

Recommended Course:

- IS 130 - Exercise Evaluation and Improvement Planning

Attendance:

It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less the participant is required to re-register for another course and start from the beginning.

Target Audience:

Anyone planning to attend the Training & Exercise Symposium and who is a member of an exercise design team or fulfills a role in one of the following areas of the exercise design process:

- design,
- development,
- conduct,
- evaluation,
- or improvement planning for an exercise.

EMI POC for HSEEP:

For additional information contact course manager, Paul F. Ganem at (301) 447-1172, or email Paul.Ganem@fema.dhs.gov

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